

SUPERINTENDENT OF SCHOOLS

DEFINITION: Under the direction of the Navajo Nation Board of Education, performs work of unusual difficulty in directing and managing a major department involving technical and regulatory policy development and implementation in accordance with the Navajo Nation Education Policies and Title 10 Navajo Nation Education Code; provides administrative oversight and supervision of the Navajo Department of Education and Navajo school programs; oversees the development, adoption and administration of Navajo Nation academic content standards in compliance with applicable laws; develops administrative regulations and procedures and makes assignments necessary to implement decision, actions and policies of the Board; performs related work as assigned.

Pursuant to 10 Navajo Nation Code Section 106 G.(2)(a), incumbent must be confirmed by the Navajo Nation Council.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Acts as official agent of the Board in exercising responsibility for fiscal, programmatic and budgetary functions of the department; manages and administers education programs and incorporates all efforts on behalf of Navajo Nation schools in the development of a coherent Navajo Education System; facilitates strategic planning of short and long term education program goals and objectives; develops the technological capabilities of the department and schools to facilitate appropriate interaction and data sharing; responsible for protecting, preserving and perpetuating the Navajo language through the Navajo Education System; seeks funding for proposed functions; develops and recommends legislative comments; oversees the development and adoption of Tribal Academic Content Standards and implements applicable federal educational mandates; plans, proposes and arranges staff and Board training; consults local educational officials and Boards in the development of Navajo Nation positions on school funding and other issues that are before federal and state legislative and administrative bodies; incorporates the views of local school authorities in the development of Nation position papers for Board consideration.

Provides technical assistance to and monitors all schools serving the Navajo Nation to ensure compliance with Nation laws and regulations; investigates school complaints, concerns and appeals; conducts hearings and advises the Board; recommends decision on appeals or issues brought to the department; provides education program information to parents, local government agencies and the Navajo public; may take initiative on behalf of the Board to assume control of a Tribal Contract or Grant School pursuant to criterion of the Navajo Nation Code; represents the Board in the development and improvement of working partnerships with key educational agencies outside the jurisdiction of the Nation; prepares memorandum of understandings/agreements and/or joint powers agreements with education entities for Board approval; negotiates agreements or compromises and important substantive matter affecting the operation of federally and state funded schools, education programs or services on behalf of the Board.

Advocates for programs and funding of schools and educational entities serving the Nation, including facility maintenance, repair and construction; prepares required reports on a variety of educational issues; drafts proposed tribal position papers addressing appropriations and other legislative issues affecting Navajo Nation schools; regularly communicates with the highest level of leadership in the Navajo Nation government; seeks legal opinions relating to Navajo Nation school matters, as necessary; contacts key staff of Congressional committees, principal assistants to U.S. Senators and Representatives and elected or appointed representatives of state and local governments; serves as official spokesperson for the Nation at federal and state legislative and administrative hearing on appropriations, funding and policy issues affecting

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the Nation's school systems; serves on high level committees and task forces; represents the Board to schools, local school boards and educators serving the Navajo Nation, local governmental and parent organizations and the Navajo public; performs special assignments, as required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, Federal and State laws, regulations, guidelines and codes governing educational program operations.

Knowledge of State Public School systems, Bureau of Indian Affairs and Contract/Grant Schools and private schools serving the Navajo Nation.

Knowledge of contemporary educational principles and professional strategic planning, supervision and personnel management policies, procedures and practices.

Knowledge of traditional Navajo way of life and values.

Knowledge of federal and state budget and reporting systems, financial controls and funding sources, program analysis and performance measures.

Knowledge of tribal non-school education program operations, issues, missions and client service requirements.

Knowledge of principles and practices of curriculum and instruction.

Skill in K-12 student learning and assessment, curriculum review, adoption, development and implementation.

Skill in developing and analyzing strategic plans, forecasts, budgets and operating systems.

Skill in implementing management procedures, controls and budgets.

Skill in formulating documents, reports, grant and contract applications, short and long term goals and objectives and performance measures.

Skill in managing, advising and directing staff with complex internal relationships and maintaining effective and cooperative working relationships.

Skill in the collection, analysis and evaluation of data and arriving at sound data-based and well-informed conclusions and recommendations.

Ability to develop, organize and structure a state-like education department.

Ability to interpret and apply federal, state and Nation policies, laws and regulations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Master's degree in Education; and five (5) years of administrative or management experience in elementary or secondary school; three (3) years of which must have been in a supervisory capacity equivalent to a School Principal, an Executive Director of a BIA Grant or Contract School, a Public School Superintendent; and three (3) years of K -12 classroom experience.

PREFERRED QUALIFICATIONS:

- A Doctorate degree in Education.

SPECIAL REQUIREMENTS:

- Possess current superintendent licensure, teacher certification and a valid state driver's license.

Incumbents of the class are required to demonstrate fluency in both the Navajo and English languages as a condition of employment.